

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 33-01.A

Subject:

DATE: 12/20/95

Sunset Review: 12/20/98

REIMBURSABLE AGREEMENTS

1. PURPOSE. This directive promulgates the policy for establishing reimbursable agreements with the Federal Law Enforcement Training Center (FLETC) for all customer agencies. These agreements identify contractual provisions for training to be performed, or various services to be provided, and set reimbursement funding limits.
2. SCOPE. This directive applies to all basic, advanced, state and local, and international training programs, and miscellaneous services provided by the FLETC for all customers.
3. CANCELLATION. FLETC Directive 33-01.A, Reimbursable Support, dated February 14, 1991, is superseded by this directive.
4. AUTHORITY. Reimbursement for costs incurred for training or services provided is authorized by:
 - a. The Economy Act (31 USC 1535)
 - b. The Intergovernmental Personnel Act (42 USC 4742)
 - c. The Intergovernmental Cooperation Act (31 USC 6505)
 - d. The FLETC's annual Appropriations Act
5. POLICY. A written financial agreement, reimbursable agreement, or training registration form shall be established between the FLETC and each participating agency prior to performing training or providing services. Space available agencies, including Federal, State, local, and international, are required to submit their agency specific training forms. All agreements shall set forth completely the contractual requirements and conditions, the reimbursement funding limits, and the billing terms. These agreements will serve as evidence of budgetary resources available to the FLETC so that training and services can be provided.

6. RESPONSIBILITIES.

a. The Budget and Finance Division (BFD) will, prior to the start of each fiscal year, provide the participating agencies with standard reimbursable agreements which delineate the participating agency's estimated training, supply, and equipment costs for the fiscal year, and their billing information.

b. The Scheduling and Allocation Division (SAD) will inform all Federal space available agencies that have students scheduled for training that reimbursable agreements or training forms must be executed. The SAD will ensure that the required documents are received for each student and will forward a copy to the BFD prior to the end of the training.

c. The Office of State, Local, and International Law Enforcement Training (OSL) will inform all State, local, and foreign agencies that have students scheduled for training that reimbursable agreements or training forms must be executed. The OSL will ensure that the required documents are received for each student and will forward a copy to the BFD prior to the end of the training.

d. The Comptroller, BFD, will establish financial controls sufficient to ensure that total obligations shall not exceed total budgetary resources available at the end of the fiscal year.

7. OFFICE OF PRIMARY INTEREST. Budget and Finance Division, Office of Administration.

Charles F. Rinkevich
Director

FLETC REIMBURSABLE SUPPORT AGREEMENT

This agreement between the Federal Law Enforcement Training Center (FLETC) and _____ provides for the monetary reimbursement to FLETC for all consumable supplies, equipment, services and authorized local purchases of materials and services requisitioned that fall within the policy guidance for reimbursable support. This agreement is entered into under the authority of, and in accordance with, the provisions of the Memorandum of Understanding for the Sponsorship and Operation of the Federal Law Enforcement Training Center.

In order to support _____, the FLETC will, on a reimbursable basis, provide or arrange for the acquisition of the following:

1. Specialized training supplies, equipment, ammunition, reference text, and publications that are not included in the program cost;
2. Instructor and official visitor housing costs in accordance with current FLETC directives, and overtime compensation for FLETC instructors and contract employees;
3. Printing and reproduction services and products;
4. Office-type consumable supplies and equipment;
5. Audio-visual, graphic arts, and photographic supplies and services;
6. Automotive supplies and services, minor repairs, gasoline and oil products, and specialized transportation requirements;
7. Medical services and supplies in accordance with current FLETC directive;
8. Safety services and supplies;
9. Specialized telecommunications services and expenses of long distance commercial telephone service;
10. Specialized space utilization and construction costs; and
11. Specialized contracting and procurement services to provide necessary equipment, supplies and services.

The FLETC will maintain and provide the following services:

1. An issue room carrying a wide range of office-type consumable supplies, an industrial-type gas station, garage with repair capabilities, and a printing/duplication facility;
2. Procurement services, including Imprest Fund, to purchase materials or services locally or through GSA;
3. A servicing desk to provide a limited supply of audio-visual supplies;
4. Various services and equipment associated with the training mission and required in the operation of FLETC in general; and
5. A summary of the monthly charges billed and itemized backup documentation will be provided to the agency representative.

The _____ shall designate in writing to the Director, Office of Administration, the names(s) and title(s) of representative(s) authorized to approve purchase request/work orders and to expend agency funds. If appropriate, the designation should also indicate the limit of the representatives' authority. As personnel changes occur, the designations must be updated as requests will not be processed unless appropriately approved. The _____ shall not request services through the FLETC that are forbidden by rule, regulations, or law. _____ will document requisitions and requests for supplies and services in accordance with published procedures of FLETC. Requisition documents will reflect and identify the source of the request.

Vouchers for reimbursement will be initiated monthly by the FLETC and processed via the On-line Payment and Collection System (OPAC) or SF-1080 Voucher for Transfer Between Appropriations and/or Funds. Copies of billings and a listing of expenses will be provided to the agency representative.